

Standard Form 52-B

Rev. 7/91

U.S. Office of Personnel Management

FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A -- Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39)

1. Requested RECLASSIFICATION		NTE:	2. Request Number 00GEHR049158
3. For Additional Information Call (Name and Telephone Number) Wayne R. Richardson		410-962-2080	4. Proposed Effective Date 07-16-00
5. Actions Requested By (Typed Name, Title, Signature, and Request Date) Wayne R. Richardson, MGR 07-10-00		6. Action Authorized By (Typed Name, Title, Signature, and Request Date) Colonel, Bruce A. Berwick 07-10-00 District Engineer	

PART B-- Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) HAUGHT ANN L	3. Date of Birth 02-03-30	4. Effective Date
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FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number SECRETARY (STENOGRAPHY) GE02896002	15. TO: Position Title and Number SECRETARY (STENOGRAPHY)
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8. Pay Plan GS	9. Occ Code 0318	10. Grade 10	11. Step 08	12. Total Salary \$ 47,961.00	13. Pay Basis PA	16. Pay Plan GS	17. Occ Code 0318	18. Grade 09	19. Step	20. Total Salary	21. Pay Basis
12A. Basic Pay \$ 47,981.00	12B. Locality Adj. \$ 3,980.00	12C. Adj. Basic Pay \$ 47,961.00	12D. Other Pay \$ 0.00	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

e and Location of Position's Organization ARMY ENGINEER DISTRICT, BALTIMORE EXECUTIVE OFFICE BALTIMORE, MD 21203-1715 E100000	22. Name and Location of Position's Organization U S ARMY ENGINEER DISTRICT, BALTIMORE EXECUTIVE OFFICE BALTIMORE, MD 21203-1715 E100000
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EMPLOYEE DATA

23. Veteran's Preference 1 1-None 2 2-Point	3-10 Point/Disability 4-10 Point/Compensable	5-10 Point/Other 6-10 Point/Compensable/30%	24. Tenure 1 0-None 2-Conditional 1-Permanent 3-Indefinite	25. Agency Use	26. Veteran's Pref for RIF YES X NO
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27. FEGLI E5	BASIC + OPTION C (5X)	28. Annuitant Indicator 9 NOT APPLICABLE	29. Pay Rate Determinant 0
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30. Retirement Plan 1 CSRS	31. Service Comp. Date 07-28-54	32. Work Schedule F FULL TIME	33. Part-Time Hours Per Biweekly Pay Period
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POSITION DATA

34. Position Occupied 1-Competitive Service 2-Excepted Service	3-SES General 4-SES Career Reserved	35. FLSA Category N E-Exempt N-Non Exempt	36. Appropriation Code 70000010000	37. Bargaining Unit Status 8888
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38. Duty Station Code 240050510	39. Duty Station (City-County-State or Overseas Location) BALTIMORE BALTIMORE MD
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40. Agency Data	41. OA	42.	43.	44. CEW2SD01/8888/888
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45. Education Level 07	46. Yr Degree Attained 47	47. Academic Discipline 399999	48. Functional Class	49. Citizenship 1 1-USA 8-Other	50. Veterans Status N NOT A VIETNAM-V	51. Supervisory Status 8 NON-SUPERVISOR
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PART C--Reviews and Approval (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.		D.			
B.		E.			
C.		F.			

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Exhibit 12

2. I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature

Approval Date

CONTINUED ON REVERSE SIDE

OVER

PART D—Remarks by Requesting Office

Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
 If "YES", please state these facts on a separate sheet and attach to SF52.)

 YES NO

Reason for reclassification - to effect classification results as directed by LTG Ballard's memorandum dated 31 May 2000.

Job description remains the same except for grade level assigned.

PART E—Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.
 Your resignation/retirement is effective at the end of the day—midnite—unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART F—Remarks for SF 50

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